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2	DDA		
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4	DDO		
5	Legislative Counsel		
6	General Counsel		

ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
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CONCURRENCE	INFORMATION	SIGNATURE

Remarks:

- 7. Inspector General
- 8. Public Affairs
- 9. Comptroller

FYI. Attached is a preliminary agenda for the [] retreat on 16 and 17 November. The Office of Personnel NAPA papers, now being circulated, will be the basis of discussion. Details on logistics forthcoming from []

[]
SA/DDCI

cc: DCI

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7D-6015, Hqs.	7 Nov 79
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DD/A Registry
79-3490/1

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FILE: TRAINING
DRAFT
5 November 1979

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TENTATIVE AGENDA
RETREAT ON AGENCY MANAGEMENT
16-17 NOVEMBER

DCI/DDCI lead discussions on FY-80 Personnel Management Issues. Office of Personnel task force report on NAPA recommendations will be basis/background of discussions. Key policy issues to be discussed are:

Friday

- Evening: I. Personnel Selection, Assignment, and Promotion
Rotational Assignment Policy, Vacancy Notice System, Role and Function of Panels, Personal Rank Assignments.
- II. Executive Development for SIS and feeder groups, SIS Advance Work Plans, Training and Development Assignments.

Saturday

- Morning: III. Manpower Planning, Recruitment and Separation
Policy/Procedure for Prediction of Accession Needs, Promotion Possibilities, Excesses and Shortage Areas, Reduction-in-Force Policy, Low-Three-Percent Policy.
- IV. Doing More with Less (led by Comptroller)
Discussion of need to maximize personnel resources in era of increased requirements but decreased personnel growth, including role, size of staff offices vs. line office requirements.

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